

# **DISEWORTH HERITAGE TRUST**

## **DOCUMENTATION POLICY**

### **1. Statement of Purpose**

Diseworth Heritage Trust aims to interpret and document the culture and heritage of Diseworth and surrounding villages for the education and enjoyment of the public, through the use of accessible collections, temporary displays, presentations and events, and making use of internet facilities in accordance with the standards approved by the Arts Council and to ensure these facilities are accessible, useful and relevant to all members of the public.

### **2. Purpose of this policy**

This policy outlines the museum's approach to the documentation of collections. Through this policy the Trust acknowledges that maintaining high standards of documentation are critical to the running of an effective museum. It is relevant to all staff and volunteers at Diseworth Heritage Centre, particularly anyone at the museum who is involved in the documentation of the collections.

The following Museum policies and plans are also relevant:

- Collections Development Policy
- Collections Care and Conservation Policy
- Museum Forward Plan
- Documentation Plan
- Collections Care and Conservation Plan

### **3. Documentation Procedures**

#### **3.1 Spectrum**

Diseworth Heritage Centre is committed to the national Accreditation Standard for museums. In line with this, the museum will be guided by SPECTRUM, The UK Collections Management Standard. Documentation procedures meet the minimum standards for the SPECTRUM primary procedures:

- Object Entry
- Acquisition
- Location & Management Control
- Cataloguing
- Object Exit
- Loans in
- Loans out
- Retrospective Documentation

Where backlogs relating to the Primary Procedures exist they will be identified and addressed in a reasonable period. Details of the actions and resources required to do this are in the Museum's Documentation Plan.

Guidance for implementing the primary procedures is found in the Heritage Centre's Documentation Procedures Manual.

SPECTRUM provides additional procedures covering other documentation that may be required for objects. These will be used to guide recording of other relevant information as needed.

### **3.2 Levels of recording**

The Heritage Centre will record sufficient information about the objects in its care so that each object that it is legally responsible for, whether part its own collection or leant by another party, may be identified and located.

A common sense approach will be taken to the level of information recorded for each object and whether objects are recorded as individual items or as part of a group. Decisions will be guided by assessment of the object and the information it contains, the resources available and practical requirements concerning collections management, location control and public access.

## **4. Security of Documentation**

All primary documentation will normally be held securely at Diseworth Heritage Centre.

Photocopies of the Accession Registers, or printed and bound pages of the same information from the computerised catalogue (MODES), will be kept at a separate location and added to regularly according to the schedule defined in the Documentation Procedures Manual.

The MODES database is incrementally backed up after each session as part of the programme exit process. A regular full back up will also be made to an external drive according to the schedule defined in the Documentation Procedures Manual and a copy kept at a separate location.

As protection against obsolescence of electronic systems, the database is periodically upgraded according to the supplier's advice. Additionally, MODES data is by design held in the xml file format, which is an open format that does not require proprietary software to access it.

## **5. Review**

This policy will be reviewed by Diseworth Heritage Trust's governing body on an annual basis.

Review Date: AGM of Trust 2016